

PURCHASE ORDER

NOP 205.103. Recordkeeping by certified operations. A Purchase Order is used to contract for a specific purchase of incoming product. The Purchase Order number will also be placed on the Sales Invoice. In order to maintain an audit trail system, the purchase order number for the incoming ingredients are normally incorporated into the lot number of the final product.

PURCHASE ORDER					
Company Name Address City, State, Zip Code PH: FAX: E-Mail:					Purchase Order Number: _____
Sold To:			Ship To:		
P.O. DATE	PLACED BY	DATE EXPECTED	SHIP VIA	F.O.B.	TERMS
QTY.	DESCRIPTION		UNIT PRICE		TOTAL
	SHIPPING AND HANDLING				
	SUBTOTAL				
	SALES TAX				
	TOTAL DUE				